

## **BOARD OF CORRECTION**

"Protecting Idaho through Safety, Accountability, Partnerships and Opportunities for Offender Change"

Robin Sandy Chair Jay Nielsen Vice-Chair J.R. Van Tassel Secretary

# **Board of Correction Meeting Minutes**

May 26, 2011 – 8:30 a.m. – 4:00 p.m. MT Idaho Department of Correction 1299 N. Orchard St., Suite 110, Boise, ID 83706

### **Members Present:**

Robin Sandy, Chair J.R. Van Tassel, Secretary

Jay Nielsen, Vice-Chair

Comprising a quorum of Board of Correction (Board)

#### Others Present:

Brent Reinke, Director Tony Meatte, Division Chief, Management Services Teresa Jones, Administrative Support Manager See attached attendance list Debi Jessen, Administrative Assistant Kevin Kempf, Division Chief, Operations Paul Panther, Lead Deputy AG

- I. Call to order
  - Chair Sandy called the meeting to order at 8:30 a.m.
  - ❖ A moment of silence was held for those affected by the devastating storms in the Midwest.
- II. Approval of Board meeting minutes

Vice-Chair Nielsen motioned to approve the minutes from the February 4 and March 9, 2011, Board meetings. Seconded by Secretary Van Tassel. Motion carried unanimously.

- III. Welcome and introductions
  - ❖ Director Reinke introduced Matt Orem as the new Division of Financial Management budget analyst for the Department, and then introductions were made around the room.
- IV. Correctional Alternative Placement Program (CAPP) update, Warden Brian Finn
  - Finn shared that to date 734 offenders have been through CAPP, 702 have successfully graduated while 32 have failed to complete the program and there have been no positive urine analysis tests since opening.
  - CAPP employees and new correctional officers are participating in a joint academy and will graduate July 1, 2011.
  - Two new programs are slated to begin at CAPP; a conflict resolution class and a faith-based reentry program.

- V. Idaho Correctional Center (ICC) update, Warden Tim Wengler
  - Wengler shared that there are 384 inmates participating in educational and vocational programs. To date, twenty-four inmates have received GEDs and 184 have completed vocational programs.
  - ❖ There are 191 inmates in the Therapeutic Community (TC) program with 51 graduates this year.
  - Fifty-one inmates are participating in the Anaya program being paid for by the Mexican Consulate.
  - ❖ There are 50 inmates participating in the sex offender treatment program, and 30 inmates in three men's mental health groups.
- VI. Correctional Medical Services (CMS) update, Tom Dolan, Regional Director
  - Dolan shared his background briefly with the Board and updated them on how CMS is addressing the liquidated damages assessed by the Department.
  - ❖ A snapshot of statistics for the current calendar year was shared with the Board.
  - ❖ Dolan gave a brief update on the status of the CMS merger with Prison Health Services.
- VII. Contract administration update, Deputy Chief Pat Donaldson
  - Director Reinke provided a budget snapshot comparing all categories of funding from 2000 2012.
  - ❖ Donaldson shared the history of contract monitoring within the Department and stated that a standard operating procedure (SOP) for contract management of medical, private prisons and general services has been written.
  - ❖ Donaldson presented a draft copy of the contract oversight manual for the ICC and reviewed the progress to date. He stated that the manual will be shared with Corrections Corporation of America for their input as it is intended to be a joint agreement. Upon completion of this manual, oversight manuals will be developed for CMS and CAPP.
- VIII. Leadership team updates, Leadership
  - Operations Division, Chief Kevin Kempf
    - ♦ Kempf shared that the Twin Falls Community Work Center (CWC) will be closing as of August 1, 2011. All staff has been offered positions within the Department, several will stay in Twin Falls with the Bureau of Probation and Parole and the rest will transition into positions at other facilities. He stated that the changes in offender populations are the reason for the closure and that this facility is the only one leased and not owned by the state.
    - Kempf shared that there will be changes within the facilities with regard to housing. The Pocatello Women's Correctional Center will be receiving inmates from county jails; the female CAPP riders will be moved to South Boise Women's Correctional Center (SBWCC). Female traditional riders will move to the South Idaho Correctional Institution Parole Release Center (SICI PRC).
    - ◆ The male Therapeutic Community (TC) will move from SICI to ICC, CAPP will add a new Conflict Resolution Program and North Idaho Correctional Institution (NICI) will add a TC family to replace the sex offender treatment program that was moved to Orofino.
    - ◆ A brief update was provided with regard to how other western states are handling their budget issues.
  - Management Services, Chief Tony Meatte
    - Meatte shared the turnover rate for staff indicating that most are transitioning to other state agencies for pay increases. In an effort to improve compensation and retain staff, a committee has been formed to study this issue.
    - ♦ He discussed the new online learning management system that will be used by the Department. Meatte shared that Leadership 100 training finished on May 25, 2011.

- ◆ Legislative auditors are reviewing FY2008 FY2010 inmate banking records.
- New computers and vehicles will be purchased for the Department.
- ❖ Director's Office update, Teresa Jones, Administrative Support Manager
  - ♦ Jones shared statistics relating to the new public internet site and stated that story content is continually changing on the home page to keep it fresh.
  - The legislative team is gathering ideas to submit to the Governor for next session.
  - ♦ A strategic planning session was held May 24, 2011, focusing on updating the project list.
  - ♦ Jones shared that Margie Casto will be leaving the Director's office and the new administrative assistant, Yvonne Johnson, will start May 31, 2011.

## IX. Back to Basics V debrief, Leadership

❖ Leadership shared their insight regarding the Back to Basics meetings held around the state as well as the meetings held with leadership at each facility and district office.

# X. Leadership project list, Leadership

❖ Leadership discussed the progress of several projects currently underway. Projects discussed include video visiting, the new visitor application and pre-sentence investigation fees, centralized purchasing, and the new garment shop at Pocatello Women's Correctional Center.

#### XI. Executive session

Secretary Van Tassel motioned to adjourn to executive session pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b), at 11:53 a.m. Roll call was taken. Motion carried unanimously.

- A. *I.C.* 67-2345(f) To communicate with legal counsel for the Idaho Department of Correction to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- B. *I.C.* 67-2345(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

## XII. Regular session

Secretary Van Tassel motioned to move out of executive session. Seconded by Vice-Chair Nielsen. Motion carried unanimously. Resumed regular session at 1:05 p.m.

## XIII. Leadership project list continued

Chief Kempf shared with the Board that the Department owned houses in Cottonwood are no longer suitable for living. Kempf and the Director have met with the staff renters and have a plan to move families out by September 30, 2011.

## XIV. Director's report, Director Reinke

- Reinke briefed the Board on other issues that the Department is tracking and gave them information on a story that the Associated Press is researching.
- ❖ The Department and several other criminal justice agencies are partnered with the PEW Center on the states to input data into a cost-benefit analysis model that will provide outcome costs of programs that serve offenders, Idaho has been selected as a testing site for this Results First program.
- Reinke provided the Board with copies of what a Regional Offender Management facility would look like and the associated costs.

- Reinke shared information on the Sex Offender Management Board and the process for applying to the Board.
- Reinke updated the Board regarding the Ada County tax appeal for the CAPP facility. He stated that the appeal was successful and the Department will not be required to pay.
- ❖ Reinke discussed the changes being made in the execution policy. The location will be moved to a remodeled site that will allow both the victim's family and the offender's family to view the process in separate rooms. There will also be a staging area for the execution team.
- XV. Next Board meeting
  - ❖ The next Board meeting will be scheduled for July 27, 2011.
- XVI. Adjournment

Vice-Chair Nielsen motioned to adjourn the meeting. Seconded by Secretary Van Tassel. Motion carried unanimously. Meeting adjourned at 2:04 p.m.

Submitted by:		
Debi Jessen, Administrative Assistant	Date	
Approved by:		
Robin Sandy, Chair	Date	